

Cardinal Change Network (CN) SharePoint Online Overview

This job aid provides information on how to access Cardinal CN SharePoint Online.

Note: To successfully access Cardinal CN SharePoint Online integration with Microsoft Office applications, you are required to use Internet Explorer (and not Chrome).

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Accessing CN SharePoint Online

1. Open **Internet Explorer**.
2. Enter the **URL** for the CN SharePoint Online site: <https://covgov.SharePoint.com/sites/Cardinal>



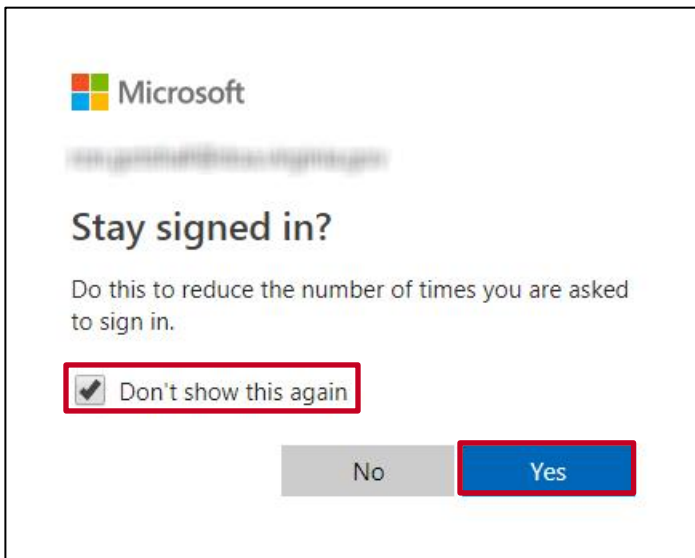
3. Enter your **User Name** on the **Microsoft Sign In** page:
 - a. **COV Agency:** Agency Email Address
 - b. **Non-COV Agency:** Enter the User Name received by email from the Cardinal Project mailbox.
4. Click the **Next** button.



5. You are re-directed to your organization's Sign-in page.


SW NAV: How to Access Change Network SharePoint Online

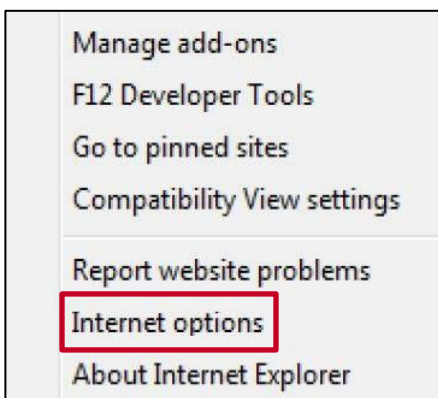
6. Enter your **Password**.
 - a. **COV Agency:** If you are connected to the network, you are directed to the 'Stay signed in?' page, proceed to Step 7.
 - b. **Non-COV Agency:** Enter the permanent password created during the call with the VITA Customer Care Center (VCCC) helpdesk.

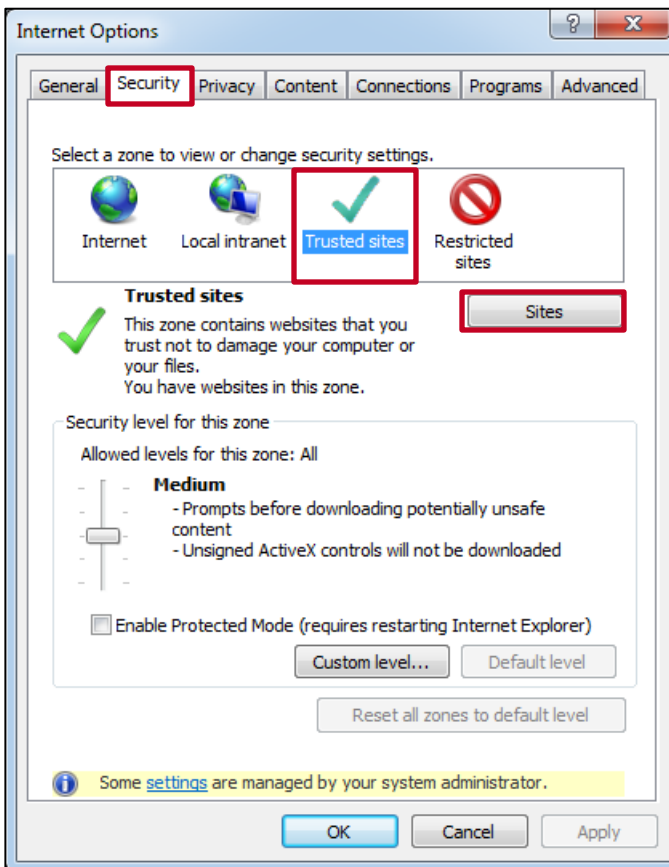


7. After entering your login credentials:
 - Check the **Don't show this again** message.
 - Click the **Yes** button to stay signed in.

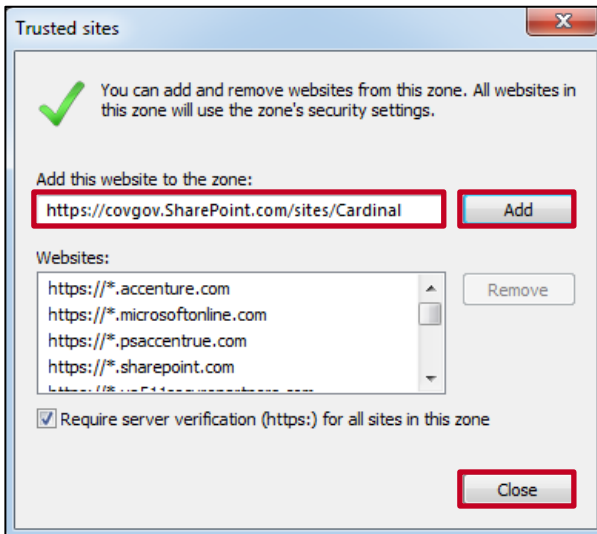
Add CN SharePoint to Trusted Sites

1. Open **Internet Explorer**.
2. On the navigation bar, click the **gear** icon. 
3. Scroll down and select the **Internet Options** link.

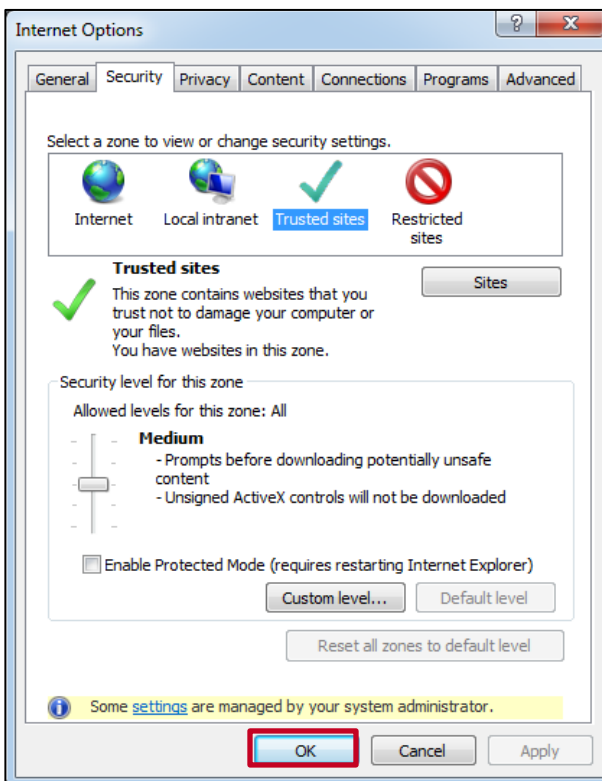


SW NAV: How to Access Change Network SharePoint Online

4. Click the **Security** tab.
5. Click the **Trusted Sites** icon.
6. Click the **Sites** button.

SW NAV: How to Access Change Network SharePoint Online

7. The **Trusted sites** pop-up window displays.
8. Enter <https://covgov.SharePoint.com/sites/Cardinal> in the **Add this website to the zone:** field.
9. Click the **Add** button.
10. Click the **Close** button.



11. The **Internet Options** pop-up window displays.
12. Click the **OK** button.